

Heading: Administration, Organization, and Management
Subject: Establishing the Facility and Delineating Its Mission
Bay County Secure Juvenile Detention
Revised March 2006
For Compliance with Rule 400.4109 - Program Statement

Description and Overview

The Bay County Juvenile Detention facility provides short-term care in secure custody for juveniles accused or adjudicated pending court action or awaiting transfer to another facility who cannot be served in an open setting. Youth awaiting further placement may be under the jurisdiction of the probate court or the Department of Human Services. In some instances, the youth may be under the jurisdiction of the district or circuit court, pending trial as an adult.

Types of Children Admitted for Care

Youth who are detained at this facility are experiencing difficulties in their community and are placed at the facility by order of the Probate Court. These young people have committed some type of criminal offense (misdemeanor or felony) or have failed to abide by a previous order of the court (bond revocation, violation of probation, violation of a court order). Youth may be placed at the facility prior to adjudication, after adjudication, or while awaiting disposition or placement. In accordance with its operating license, all residents of the facility are between the ages of 10 and 17 years. Both males and females are admitted. While the facility is operated principally for the benefit of Bay County youth and families, young people from other communities throughout the State of Michigan are accepted, as space is available. Discharge occurs only by order of the court.

Overview of Services Provided to Youth and Parents

The facility provides a range of services for youth and families. These services include but are not necessarily limited to, informal counseling, food services, religious programming, an individualized educational program, recreational activities, personal hygiene, health services, and a therapeutic program, commonly referred to as the token economy system.

The parents of the facility residents are offered opportunities to discuss their child's behavior with facility staff, participate in court hearings, visit twice weekly, and access services provided at the facility by other organizations. Services provided by other organizations including family counseling sessions (community mental health and private agencies), case planning activities (probation officer), pre-placement planning and interviews, and legal services (attorney visits).

Admission of Residents

Youth are placed in the facility only under order of the probate court. Voluntary admissions are not accepted. Through the admission process, the facility determines a valid order for placement exists and the youth is appropriate for admission. Youth may not be admitted if they are charged

only with a status offense, or if they are experiencing severe psychiatric problems, or psychiatric medications are unavailable, the youth presents severe untreated health problems, or if the youth is intoxicated or under the influence of drugs.

Upon admission, a staff member completes the intake process, which seeks to gather basic information to enable the program to design a preliminary service plan. Youth are also searched, showered, and provided with facility clothing. A room is assigned and the youth is placed in their room for an observation and evaluation period. During this time they are orientated to the program rules and expectations. Following the satisfactory completion of their observation and evaluation period, the youth is placed in the general population.

Care of Residents

As a license child caring institution, the facility, provides for all basic human care needs of the resident. The young persons emotional needs are assessed and addressed by providing the services described in the following section. While the facility can not provide routine medical and dental care, efforts are made to accommodate these needs in cooperation with the probate court and parents. Emergency medical and dental care is provided.

Therapeutic Environment

The therapeutic services available to the youth while in detention deal with the day to day problems and difficulties occurring in the secure setting. The over-all case management for the youth is the responsibility of the Probate Court Probation Officer or Department of Human Services Caseworker. The facility through its staff and program management practices provides:

- for basic needs, including shelter, food, clothing, and emergency medical care
- prevents the abridgment of the residents legal rights during their stay at the facility
- programming to meet the physical, emotional, religious, educational, and social needs of the residents during their stay
- maintains a safe and humane environment, that is secure to prevent escape
- assures that juveniles live free of fear of assault or intimidation

Governing Authority - Bay County Executive

The voters of the County of Bay adopted the elected executive form of local government. Through various legal opinions and actions, it was clearly determined that the operation and management of the secure juvenile detention facility is the responsibility of the Bay County Executive. Certain aspects of the facility including the adoption of its annual operating budget, capability to contract for goods and services is governed by the broad policies adopted by the Bay County Board of Commissioners. The facility management reports regularly to the Board of Commissioners through its Personnel Committee.

The County of Bay operates the juvenile detention center and an adult correctional facility commonly known as the Bay County Jail. The administration and management of the Bay County Jail is the responsibility of the elected Bay County Sheriff. In most cases, residents

housed within the facility are under the jurisdiction established by the juvenile code. In some cases, juveniles may according to state law, be treated as an adult offender under the jurisdiction of the adult penal code. Juveniles subject to jurisdiction in the adult criminal justice system, remain in the juvenile detention facility until bound over to the Bay County Circuit Court.

Department of Human Services – Office of Children and Adult Licensing

The secure juvenile detention facility is established and operated according to PA 238. This law established certain licensing parameters for juvenile facilities in the State of Michigan. A copy of the licensing rules, entitled “Licensing Rules for Child Caring Institutions” is contained in the appendix of this operations manual. This operations manual provides the policy and a procedure needed to assure the facility operates in accordance with the law.

Program Purpose, Goals and Objectives

Food Service - The facility participates in the Federal School Lunch Program, which requires monitoring to ensure the nutritional quality of meals served meet minimum requirements. Residents received three (3) balanced meals each day with the opportunity to purchase additional snacks with their token points. This practice is more fully described in the token economy guide contained in this manual and the resident handbook. The facility never withholds food as a form of punishment or to induce a particular type of behavior.

Special dietary needs are identified at the time of admission and provided for throughout the youth’s stay. In the event a youth presents special dietary needs, the jail is informed and the menu altered accordingly. Special dietary needs may include those youth with health problems (diabetes) or specific religious practices.

Breakfast is prepared on-site according to an established meal and menu plan. Lunches and dinners are prepared at the Bay County Jail. Copies of menus are contained in the food services section of this manual. The Cook/Driver employed for this purpose transports these meals to the facility. Food items are stored at the facility for emergency purposes in the event of vehicle failure or inclement weather. This practice also provides food for residents who may enter the facility outside of meal times.

Informal Counseling - Program staffing includes individuals with diverse educational and experiential backgrounds, generally with a focus in human services. Individuals in these positions listen and respond to residents prior to and when problems develop. Residents may also visit weekly with court personnel and attorneys. The parents and grandparents of each resident may visit two (2) times each week during established visiting hours. Residents also have limited privileges to send and receive mail. Formal counseling which has already been established within the community can continue while the youth is in detention.

Religious programming - Members of the clergy have unlimited visiting privileges with a resident in accordance with established procedures. There are no adverse consequences for residents who chose not to participate in this aspect of the program. If a resident or their parent/guardian wishes to arrange pastoral services, a request must be made to the on-site

supervisor or Chief Administrator.

Individualized education program - The Bay Arenac Intermediate School District (BAISD) provides an individualized and certified academic program at the facility. All youth must attend school and each can receive extensive tutorial services consistent with their educational plan. The BAISD staff develops a written report describing school activities for those youth in residence longer than five (5) days. Each resident is tested to determine their reading and math grade levels. Classroom instruction including remedial and tutorial services are provided consistent with the resident's grade level. In those cases where a student maybe emotionally impaired, the BAISD arranges for an Individualized Educational Planning Conference (IEPC) to develop a suitable academic plan.

Recreational activities - Program staff plan and implement a variety of recreational activities suitable to the developmental stage of the residents and keeping with the facility mission, program time, and space constraints. Organized sports activities (basketball and wiffle ball), table games, and physical conditioning activities are commonly provided.

Personal hygiene - Each resident is required to practice appropriate and culturally sensitive personal hygiene through an established daily routine. At least once each day, a resident is required to take a shower, change clothing, and brush their teeth. Personal hygiene products are provided by the facility.

Health Services and Physical Examinations - Emergency medical problems are generally attended to prior to a youth's admission to the facility. If a medical emergency develops while in the facility either emergency medical personnel are contacted and dispatched to the facility or the youth is transported to an urgent care center. Within seven (7) days following admission, a physical is completed for each resident who has not had an exam during the past year. An on-site nurse working under the direction of a physician (Secure Care) completes this examination. When other health concerns develop appointments are made with medical staff as needed, following review of the situation by the on-site nurse. Attendance at these appointments and any outstanding financial arrangements are coordinated with the youth's parents/guardians and referral source. The facility keeps records of all medical services received by the youth.

Treatment Programs - The secure detention program described in this manual and the accompanying resident handbook seeks to be therapeutic. The foundation of this treatment philosophy is embodied in the Token Economy system. Essentially a balanced system of incentives to promote positive behaviors and consequences for failure to adhere to program rules and requirements. The facility also works cooperatively with a variety of other community based treatment providers. A weekly substance abuse prevention program is provided by arrangement with the Neighborhood Resource Center, a chemical dependency program operated by McClarren/Bay Regional Health System. Close communication and opportunities to provide treatment activities are arranged through the Bay Arenac Community Mental Health program. By its nature, the facility encourages and permits visits with independent practitioners as approved the resident's caseworker or probation officer.

Discharge of Residents

Young people are discharged from the program according to the orders of the probate court. In general, residents may be returned to their own home, a relative's home, placed in a foster or group home, or placed in another institution. Discharge is a pre-planned process arranged by the probate court or the Department of Human Services. As part of its case planning and management practices, the secure detention facility completes a discharge plan and summary for each resident. This discharge plan and summary includes the reason for discharge, person and place to which the resident was discharged, a brief summary of medical and dental services provided, and the name and title of the person to whom the youth was released. This document also contains a brief description of the youth's adjustment to the program. In the event of an unplanned discharge, the facility completes a brief summary of the circumstances surrounding the discharge.

Annual Review of Facility Practices, Goals, and Objectives

Although facility management constantly reviews, evaluates, and adjusts its operating practices, the facility management team completes an annual comprehensive review. This annual review begins with a systematic review of the operations manual. It also includes the issuance of special reports that describe facility operations, changes in population, and other special activities. These reports are provided to the County Executive as directed. This annual review and updating process includes an analysis of the program objectives, facility costs, program and philosophy.

Distribution of this Written Plan

This written plan is reviewed and distributed on an annual basis as part of the program efforts to maintain its operations manual. This distribution is made to obtain input into the development of a final and revised document. This written plan is also provided to others upon request. This may include regulatory agencies, parents, court personnel, and other facilities.